

**HANDLING INSTRUCTIONS OF SMALLPOX VACCINE
SHIPMENT INFORMATION PAPER
(CUSTOM CRITICAL)**

1. **PURPOSE:** To give detailed instructions on the receiving and processing of the Smallpox Vaccine (vaccinia).
2. **GENERAL INFORMATION:** The Secretary of Defense has assigned the Army as the Executive Agent for the Smallpox Vaccine Immunization Program. The Surgeon General of the Army is responsible for command and control of this program. This paper details the necessary receiving and handling instructions to be followed by each activity. This vaccine must be handled as a critical medical materiel item requiring the utmost control.
3. **SMALLPOX VACCINE INFORMATION:** The vaccine must be refrigerated and maintained at temperatures between 2 to 8 degrees Centigrade (36 to 46 degrees Fahrenheit). The refrigerator must be monitored electronically or manually and recorded on a routine basis. The NDC for this vaccine kit is 008-0346-F2. For more information visit our web site: www.vaccines.army.mil
4. **SHIPPING INFORMATION:** All shipments will originate from the CDC, National Pharmaceutical Stockpile; in Atlanta, GA. Shipment tracking information is available via the Internet at (www.customcritical.fedex.com or 1-800-225-2421). USAMMA Distribution Operations Center (DOC) will notify each receiving activity with the shipment tracking number (air bill number).
5. **RECEIPT INFORMATION:** Upon receipt of the package:
 - a. Contact DOC immediately.
 - b. Inspect the package and contents for damage, if contents are in satisfactory condition, receive and process documents in accordance with local procedures. If contents are damaged contact DOC.
 - c. Open shipping container and remove the handling instructions, FedEx envelope, and FedEx airway bill from the top of the box. Set aside and remove everything else to get to the vaccine. Remove Temp Tale© from top of kits. Perform a Green Light Check. Count kits and place in monitored refrigerator immediately.
***If multiple boxes are received segregate kits by box. Annotate box and Temp Tales© to identify which Temp Tale© belongs to which box of kits, i.e. Box#1, Box #2, Box #3. If one of the boxes has become compromised in shipment, the receiver can readily identify which kits were affected. ***
 - d. Return Shipping container to CUSTOM CRITICAL driver for shipment back to NPS. Verify with DOC this action has been completed.
 - e. Provide the FedEx priority overnight airbill number for the Temp Tale©.
 - f. If this is an OCONUS shipment, complete Customs Invoice for return of Temp Tale©.
 - g. Place monitor in the provided pre-addressed, FedEx envelope, contact FedEx at 1-800-463-3339 and send it back to NPS.

Return the envelope Priority Overnight before COB the day of receipt.

6. SECURING SHIPMENT:

DO NOT FREEZE! Vaccines must be refrigerated at temperatures between 2 to 8 degrees Celsius (36-46 degrees Fahrenheit).

THE RECEIVING ACTIVITY WILL NOT RELEASE THE VACCINE FROM REFRIGERATED STORAGE UNTIL THEY RECEIVE AUTHORIZATION FROM USAMMA/DOC.

Release authorization will be electronically transmitted by DOC to the receiving activity once the temperature control monitors are received, downloaded and approved by NPS staff pharmacist.

7. POINTS OF CONTACT: Mrs. Bonnie Pereschuk, Mrs. Kandi Barnhart, Mr. Ruben Gueits, Ms. Liz Andrews, Mrs. Kitty Reese, Ms. Kym Brown and Ms. Gretchen Bronson
Distribution Operations Center
DSN 343-4121/4411/4198/4318/4320/4128-7913 or
COMM (301) 619-4121/4411/4198/4318/4320/4128,
FAX DSN 343-4468/COMM 301-619-4468.
After hours, 24 hour cell phone 301-676-1184

ARMY (Executive Agent for DoD critical vaccines)

United States Army Medical Materiel Agency (USAMMA)

Distribution Operations Center (DOC)

DSN 343-4121/4128/4411/4198/4318/4320/7913 or
COMM (301) 619-4121/4128/4411/4198/4318/4320/7913
FAX DSN 343-4468 or COMM 301-619-4468

NATIONAL PHARMACUETICAL STOCKPILE PROGRAM (Excecutive Agent for Health and Human Services critical Vaccines)

COMM : (404) 639-5956/5955/0787/0637

COMM FAX (404)639-0444

POINTS OF CONTAC : Ms. Toscha Stanley, Mr. Lochlin Sturroch, Ms. Carolyn Scott, Ms. Shirley Mabry and Mr. Wayne Williams

AIR FORCE

SSgt Sherry Crandell

DSN: 343-6852 or COMM: 301-619-6852

PAGER:

FAX 301-619-2557

E-mail: sherry.crandell@Ft-Detrick.af.mil

NAVY

HM1 Vic Inniss

DSN: 343-7117or COMM: 301-619-7117

E-mail: VEInniss@us.med.navy.mil

OTSG

Michael Wertz

DSN: 761-3292 or COMM: 703-681-3292

E-mail: Michael.Wertz@otsg.amedd.army.mil